

Quitting Work or Getting Fired

If you have been working, but quit your job without a good reason or get fired from your job for misconduct, you are automatically ineligible to receive assistance for 120 days from the date of separation from your employment.

Remember that the administrator does not want to disqualify you from receiving the assistance you need, so it is in your best interest to fully comply with the work program rules.

Fraud

If the administrator finds out that you have not told the truth, you will be disqualified from receiving assistance for 120 days. In addition, the administrator may refer your case over to the police department or District Attorney's Office for committing General Assistance fraud, which is a Class E crime. The administrator does not want to disqualify you or get you in trouble with the law, so make sure to always tell the truth when you apply for General Assistance.

Confidentiality

The information concerning your request for assistance, including the application, budget sheet, decision and other information regarding your case is strictly confidential. You, the social services staff and certain government personnel may review your records, but the general public may not review your records unless you have given your express permission.



CITY OF LEWISTON

SOCIAL SERVICES DEPARTMENT

GENERAL ASSISTANCE PROGRAM

A GUIDE TO THE APPLICANT'S RIGHTS AND RESPONSIBILITIES

CLIENTS ARE SEEN BY APPOINTMENT ONLY

GA Office Hours:

**Monday-Friday :
8:30 A.M. to 12:00 P.M.
1:00 P.M. to 4:00 P.M.**

**Lewiston City Hall
27 Pine Street Lewiston, ME 04240
Phone: (207) 513-3130**

**After hours: call 911 or go to the
Lewiston Police Station at 171 Park
Street.**

**DHHS HOTLINE 1-800-442-6003
For questions regarding the GA
Program**

GA CLIENT BROCHURE

GENERAL ASSISTANCE PROGRAM

Program Overview

The General Assistance Program (GA) assists eligible people who are in need and have nowhere else to turn. It provides assistance for basic necessities such as rent, food, personal and household supplies, medication, heating fuel, utilities and other essential services. All assistance granted is in voucher form and no cash assistance is granted. Eligibility has to be determined within 24 hours.

How to Apply

You can apply at the city hall, look for the GA Program Notice outside of the city building. Anyone can apply to the city/town they are present in if he/she plans to live there. If there is no town office, ask the town clerk or a select-person.

What to bring with you when you apply

Your GA Budget will be based on the 30 day period beginning on the date you apply. If you have ever applied in any town/city in Maine, you are a repeat applicant, and you will need to show what your household income was in the 30 days before you applied and how you spent that income.

You will need to provide:

- Your most recent bills and/or other proof of expenses including: rent/mortgage, heating fuel, electricity, food, medical expenses;
- Cancelled checks, receipts, or other documents that show how you have spent your income in the past 30 days (repeat applicants);
- Your driver's license or other identification;
- Your Social Security Number and the Social Security Number of all members of your household;

What to bring with you when you apply

You will need to provide: (Continued)

- Work related expenses;
- Name and address of your landlord;
- A Doctor's statement if you are ill, disabled or not able to work;
- Proof of all household income including, but not limited to:
 - Wages
 - Cash on hand
 - Income Tax Refunds
 - Unemployment Benefits
 - Child Support Benefits
 - TANF Benefits
 - Social Security Benefits
 - SSI/SSDI Disability Benefits
 - Checking/Savings Accounts
 - Veteran's Pensions
 - Rental Income
 - Loans
 - Worker's Compensation
 - Savings Bonds
 - Trust Funds/Annuity
 - Life Insurance Policies
 - Retirement Accounts
 - School loans
 - Assistance from Relatives
 - In-kind Income
 - Self-Employment Income
 - **Financial Resources**
 - Car/Recreational Vehicles
 - Real Estate Holdings

When Assistance is Granted

The GA administrator will determine your eligibility based on whether your countable income is less than your necessary expenses and the program's income maximum. Countable income is your actual income minus your work related expenses.

The administrator or caseworker must issue a

written decision within 24 hours of receiving a completed application. If you have not provided all the information needed to determine your eligibility you may be notified you are ineligible until the information is provided. If you are found eligible, assistance will be granted promptly.

Eligibility

With the exception of "first time" applicants, anyone applying for General Assistance must document their use of income. Current receipts showing how income has been spent are required. Only receipts for basic necessities are considered allowed expenses, which include but are not limited to food, rent, heating fuel, utilities, medication and work related expenses.

Use of Potential Resources

The city will direct you in writing to apply for resources such as TANF, Food Stamps, HEAP, SSI, Social Security Disability, Child Support and other Programs. You may also be referred to a provider for medical treatment or rehabilitation at no cost to you. You will be allowed 7 days to show you applied for these resources.

Work Requirement

If you are unemployed or underemployed (working less than full time) but you are able to work, you must:

- Register for work at the Career Center;
- Actively look for work;
- Accept any job offer (paying at least minimum wage);
- Participate in any no-cost training, retraining, educational or rehabilitative program that would help you get a job if referred to such a program by the administrator; and
- Agree to perform and successfully complete work for the municipality if assigned to a "workfare" program.